



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** SOL-497-16-000003  
**ISSUANCE DATE:** December 17, 2015  
**CLOSING DATE:** January 15, 2016  
**4:00 PM Jakarta time**

**SUBJECT: Solicitation for Resident Hire U.S. / TCN PSC (United States/Third Country Nationals Personal Services Contractors) for SENIOR DEMOCRACY AND GOVERNANCE SPECIALIST**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens /TCN Citizens to provide services as a Senior Democracy and Governance Specialist under a Personal Services Contract, as described in the attached solicitation. This is considered a Resident Hire position, who at the time of hiring as a PSC resides in Indonesia; as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). The place of performance for this position will be Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures that accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

Any questions regarding this solicitation should be in writing and directed to [jktrecruitmentpsc@usaid.gov](mailto:jktrecruitmentpsc@usaid.gov).

Phone calls or e-mails to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

Susan L. Cheung  
Supervisory Executive Officer  
USAID/Indonesia

**ATTACHMENT 1**

**Solicitation for Resident Hire U.S. / TCN PSC (United States/Third Country Nationals Personal Service Contractor) for SENIOR DEMOCRACY AND GOVERNANCE SPECIALIST**

**SOLICITATION NO.:** SOL-497-16-000003

**ISSUANCE DATE:** December 17, 2015

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 15, 2016 4:00 PM Jakarta Time

**POSITION TITLE:** Senior Democracy and Governance Specialist.  
This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire Personal Services Contractor means a U.S. citizens or Third Country National (TCN) citizens, who at the time of hiring as a PSC, resides in Indonesia.

**MARKET VALUE:** GS-14 (\$86,399 - \$112,319 per annum)  
Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.

**PERIOD OF PERFORMANCE:** The contract will be for 12 months with the possibility of extension of two one-year option periods.

**PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia

**SUPERVISORY CONTROL:** None

**POSITION TITLE OF DIRECT SUPERVISOR:** Democracy, Rights and Governance Office Director, or his/her Designee

**PHYSICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain required medical and security clearances prior to the execution of the contract.

## **I. POSITION DESCRIPTION**

### **A. OVERVIEW**

The USAID/Indonesia Democracy, Rights and Governance (DRG) Office is responsible for thought leadership, project design, and management of the Mission's DRG portfolio. USAID DRG programs in Indonesia are central to the Mission's Country Development and Cooperation Strategy (CDCS), and contribute to all of the Mission's Development Objectives (DOs), in particular DO1 – "Democratic Governance Strengthened." The Senior Democracy and Governance (DG) Specialist will be a full-time member of the DRG team, working to strengthen both the Office's external engagements (development programming and stakeholder representation) and internal capacity (technical expertise on key DRG issues), with a particular focus on rule of law and human rights-related issues.

### **B. BASIC FUNCTIONS OF THE POSITION**

As a member of the DRG Team, the Senior DG Specialist will have primary responsibility for providing advice to the DRG Office and other parts of the Mission on rule of law and human rights-related issues. The Senior DG Specialist will: 1) provide oversight and guidance for the DRG portfolio of rule of law and human rights programs; 2) provide technical expertise and strategic planning to USAID in support of DRG programs generally, and rule of law and human rights programs specifically; and 3) serve as project manager and Contract/Agreement Officer's Representative (COR/AOR) for selected DRG programs. The Senior DG Specialist will be expected to work within the DRG team and to serve as the liaison to USAID Mission management and other technical teams, implementing partners, Government of Indonesia (GOI) counterparts, Embassy working groups, donors and other key institutions and non-governmental organizations supporting Indonesia's justice sector reform, human rights and democratic consolidation efforts.

### **C. DUTIES AND RESPONSIBILITIES**

1. Provide Technical Analysis and Guidance [approximately 25 percent of anticipated level of effort]

The Senior DG Specialist will provide leadership and technical and organizational input in the analysis of rule of law and human rights issues in Indonesia. This includes assisting the DRG team to design new initiatives to support justice sector reform and human rights protection in Indonesia; generating technical input and research into USAID strategy development around DRG issues; leading and participating in justice sector and rights-related assessments/analyses; reviewing unsolicited proposals; and responding to requests for information from other USG bodies (embassy requests, Congressional inquiries, etc.). Regular analytical reporting will also be required. This may include evaluation of the progress of administrative reform of the Supreme Court and Attorney General Office; assessment of justice sector capacity building processes, analysis of pending legislation

related to the justice sector; analysis regarding human rights strengthening efforts; etc. The Senior DG Specialist may also be called on to provide technical advice or guidance on rule of law or human rights aspects of other USAID programs.

2. Serve as Activity Manager and/or Contract/Assistance Officers' Representative (COR/AOR) [approximately 50 percent of anticipated level of effort]

The Senior DG Specialist will be required to serve as an activity manager on a number of strategically important activities related to justice sector reform and/or human rights protection, and will act as COR/AOR for assigned contracts and grants. Duties include providing technical analysis and direction to implementing partners (contractors or grantees) in the implementation and oversight of programs; interacting as needed with the Government of Indonesia counterparts for revisions or adjustments to interventions in order to increase program effectiveness; overseeing all contract and procurement related issues such as processing obligation actions and other requests to the Mission's Office of Assistance and Acquisition (OAA); ensuring appropriate monitoring of the implementation of activities and verifying that the program is meeting targets and objectives; preparing all necessary internal USAID program implementation documentation; and managing financial matters related to program activities. Specific duties may also include preparing scopes of work, requests for proposals/applications, OAA requests, decision memos, Congressional Notifications, and inter-agency agreement letters. As a member of the DRG Office, the Specialist may also be called upon to provide management support for other democratic governance issues and programs.

3. Serve as a Liaison/Program Coordinator [approximately 25 percent of anticipated level of effort]

The Senior DG Specialist will be required to develop and maintain close contacts with a wide variety of individuals, groups and associations involved in the justice sector and human rights fields in Indonesia. S/he will need to establish close working relationships with civil society organizations (CSOs), justice sector stakeholders, and human rights defenders, and to provide analyses and recommendations on the current state-of-play. S/he will interface directly with mid-level and senior-level Government of Indonesia (GOI) counterparts. S/he will work closely with other USG agencies and U.S. Embassy personnel including the Political Section, Public Affairs Section, Deputy Chief of Mission, Department of Justice, Millennium Challenge Corporation (MCC), and donor country representatives. S/he will be called upon to represent the DRG Office to USAID stakeholders, external development partners, and relevant GOI representatives, in a wide variety of events, including working groups, conferences, donor meetings and other relevant forums.

The Senior DG Specialist should be a highly motivated person, capable of operating within a complex and fluid environment in an independent manner. In addition, this person should be able to respond to the challenges of an emerging democracy, identify realistic solutions to problems while also recognizing and creating opportunities for progress.

**D. POSITION ELEMENTS**

1. Supervision Received: The Senior DG Specialist works under the direction of the USDH Director of the DRG Office or his/her designee. S/he furthermore coordinates with other members of the DRG team and may be called upon to lead a sub-team focused on rule of law or human rights issues.
2. Available Guidelines: In addition to verbal instructions from the supervisor and other senior USAID staff, guidelines consist of the USAID Automated Directives System (ADS), USG Federal Acquisition Regulations, USAID/Indonesia Mission Orders, Administrative Notices, and other USAID/W guidelines and directives.
3. Exercise of Judgment: In instances not clearly covered by written guidelines, uses own judgment in devising innovative approaches to resolving technical, administrative, managerial and/or internal policy problems. Substantial judgment must be exercised in setting priorities and deciding what outside assistance is necessary, and for conclusions and recommendations from problems analyzed.
4. Authority to Make Commitments: As prescribed by USAID regulations and Mission policies, and within the scope of the assignment, the incumbent advises USAID officers as well as Indonesian government, civil society, and private sector representatives on courses of actions and anticipated outcomes. Incumbent's recommendations are accepted by the Supervisor in most cases. Within the scope of authority delegated, the incumbent may indicate to ranking counterpart officials that he/she will make recommendations to USAID on a specific project issue or problem.
5. Nature, Level and Purpose of Contacts: Contacts are in person, by phone or written communications with USAID staff, government officials, private sector representatives, and other foreign donor institutions on important policy issues as well as routine administrative functions or coordination activities such as collecting, obtaining, and verifying information pertaining to program/project planning, implementation, monitoring and evaluation. Contacts are likely to include senior public figures from civil society, parliament, ministries, sub-national government bodies, and donor agencies, to negotiate and obtain cooperation and support for USAID programs. Consultations are held for explaining and negotiating project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and host country counterparts to take actions and accept recommendations.
6. Supervision Exercised: While the Specialist may be called upon to mentor DRG staff on issues related to justice sector reform and/or human rights issues, s/he will exercise no formal supervision duties.

## **E. TERMS OF PERFORMANCE**

The Contractor's period of service shall be one year, with the possibility of two one-year extensions at the option of USAID/Indonesia. The decision to extend will depend on the need for continuation of such services, satisfactory performance, and availability of funds.

Within seven days after written notice from the Contracting Officer that all clearances have been received or unless another date is specified by the Contracting Officer in writing, the Contractor shall proceed to Post to perform the above services.

This position is equivalent to a GS-14 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

**Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.**

## **F. MEDICAL AND SECURITY CLEARANCE**

The selected candidate must obtain a U.S. Government security clearance and medical clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

## **II. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA**

Consideration and selection will be based on the evaluation criteria factors listed below. Interviews and a writing exercise may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address evaluation criteria factors listed below.

1. Education: (10 points) A minimum of a Master's degree or its equivalent in the field of international development, economics, political science, sociology, law, or a related field, is required.
2. Work Experience: (35 points) A minimum of five (5) years of progressively responsible positions in the DRG field is required. Must possess experience in program management, analysis, and coordination efforts in the rule of law and/or human rights fields.
3. Language Proficiency: (10 points) Native-level fluency in written and spoken English is required. Fluency in Bahasa Indonesia highly desirable.
4. Skills and Abilities: (15 points) Incumbent must have the ability to mentor and train other USAID staff on rule of law and/or human rights issues. Incumbent must also

have the ability to: obtain, analyze and evaluate a variety of data (legislation, budget, employment, education, socio-economic, etc.) and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Professional-level English language writing skills are required, as is the ability to formulate and deliver verbal and interactive presentations. Must be able to independently establish and maintain contacts with senior-level Indonesian government officials and with important persons in the civil society arena in order to explain and advance USAID project and program policies, objectives and procedures and to transmit and interpret Indonesian government and non-governmental sector attitudes and concerns to senior USAID officials. Computer proficiency (MS Office, Windows OS, MS Word, Google Mail, internet, etc.) is essential.

5. Knowledge: (30 points) A thorough knowledge and understanding of major trends in the human rights, governance and rule of law sectors in Indonesia is essential. This must be complemented by a comprehensive knowledge of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities that contribute to these trends. Must have good knowledge, or the potential to acquire such knowledge, of USAID programming policies, regulations, procedures and documentation; and the objectives, methodology, and status of the programs and projects to which assigned. In-depth knowledge of democratic governance, international development and/or public administration principles and methodology, and international best practices is required.

**Maximum Points Available: 100**

### **III. FINAL OUTBRIEF REPORT**

Submission of final out brief report by the Contractor to his/her Supervisor prior to departure. The final out brief report will summarize the activities undertaken and the result during the performance of the contract.

### **IV. HOW TO APPLY**

- A. Please send a completed and signed Form AID 302-3 and curriculum vitae containing the following information. Forms is available at the USAID website, <https://www.usaid.gov/forms>
  1. Personal Information: full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)

2. Education: high school name, city and state (Zip Code if known), date of diploma or GED; colleges and universities names, cities and states (Zip Code if known), majors, type and year of any degrees received
3. Work Experience: give the following information for paid and non-paid work experience related to the job for which applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates (month and year), hours per week, salary; indicate if we may contact current supervisor
4. Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job-related certificates (current only), job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested)

**B.** Applicants must also include in their application package as follows:

1. A cover letter of no more than three pages that demonstrates how the candidate's qualifications meet the work requirements
2. A curriculum vitae that, at a minimum, describes education, latest experience and career achievements
3. Applicants must provide at least two recent writing samples with application. The samples should be 350 to 1,500 words each (preferably 750-1,000 words). They can be excerpts from larger articles or papers and do not have to concern development or be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be by the applicant; co-written articles are not accepted.
4. Names, current and accurate contact numbers (e-mail and phone) of three professional references who have knowledge of the applicant's abilities to perform the duties set forth in the solicitation
5. A written statement certifying the date and length of time for which the candidate is available for the position

All of the above information must be included in the application package in order for the package to be considered complete.

**V. MAILING ADDRESS**

Interested candidates should send the above information via US or international mail to the attention of: **Ms. Susan L. Cheung, Supervisory EXO**, at one of the following addresses:

**E-MAIL:**

[iktreruitmentpsc@usaid.gov](mailto:iktreruitmentpsc@usaid.gov)

**(Subject: U.S. / TCN PSC Resident Hire Senior Democracy and Governance Specialist, GS-14)**

**U.S. MAIL**

Ms. Susan L. Cheung  
Supervisory EXO  
American Embassy Annex  
Unit 8200 USAID  
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

**INTERNATIONAL MAIL**

Ms. Susan L. Cheung  
Supervisory EXO  
USAID/Indonesia  
American Embassy Annex  
Gedung Sarana Jaya, 8th floor  
Jalan Budi Kemuliaan I/1  
Jakarta Pusat 10110, Indonesia (allow 2 to 3 weeks for delivery)

**Electronic submissions will be accepted for this procurement.** Please be advised that the US Government **will not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission; USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

**VI. MARKING INSTRUCTIONS**

Clearly mark envelopes (on top left side) containing applications as follows:

**Solicitation Number: SOL-497-16-000003**

**U.S. / TCN PSC Resident Hire Senior Democracy and Governance Specialist, GS-14**

**VII. CLOSING DATE**

Applications must be in the EXO Office, USAID/Indonesia, no later than **January 15, 2016 at 4:00 p.m., Jakarta Time.**

**ADDITIONAL INFORMATION**

**Contract Information Bulletins (CIBs) or Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs**

AAPDs and CIBS contain changes to USAID Policy and General Provisions in USAID regulation and contract. Please refer to USAID website to locate relevant AAPDs and CIBs.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

**1. BENEFITS**

- a. Employee's FICA and Medicare Contribution (for U.S. Citizens)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase (subject to satisfactory performance)
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

**2. LIST OF REQUIRED FORMS**

- 1. Offeror Information for PSCs Form (AID 302-3)
- \*2. Contractor Physical Examination (AID Form 1420-62)
- \*3. Questionnaire for Sensitive Positions (for National Security) (SF 86), or
- \*4. Questionnaire for Non-Sensitive Positions (SF 85)
- \*5. Fingerprint Cards (SF-87) for two sets of finger prints

**NOTE:**

The U.S. PSC's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: U.S. PSC are not exempt from payment of Federal Income Taxes.

\*The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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(END OF SOLICITATION)